



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Energy Resources Room 615 270 Washington St., S. W. Atlanta, Georgia 30334	Application Number 77-197	
Application Number		Date Received JUN 21 1977	Date Completed JUL 20 1977
2. Person to Contact Rob Harvey		Working Title Asst. Planner	Telephone Number 656-2010
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 Present		5. Records Series Title (followed by title used in office, if different) Petroleum Allocation Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB, the Governor, and the General Assembly. To identify, obtain and implement Federal energy-related programs; to assist in coordinating state, regional and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. allocating petroleum products via the State Set-aside program as provided for under the Emergency Petroleum Allocation Act of 1973. Petition to the State for hardship/emergency assistance (SEO-1), authorizing document for release of fuel (SEO-4) supporting documents working papers, etc. Federal Energy Administration forms, and related correspondence. Index consists of a copy of S.E.O. form 4.	
File is arranged:		chronologically by calendar year thereunder by petroleum users name. Index is arranged alphabetically by supplier thereunder chronologically by calendar year.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Statistical Report completed monthly.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	4 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Case Files - Cut file off at the end of each calendar year; then, hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

Index - - - Cut off at end of each calendar year; then, hold in the current files area 5 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Doni Walden</i>	5/18/77		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-12-77
		Secretary of State/Designee	7-11-77
		Attorney General/Designee	7-19-77